



GSA Federal Acquisition Training Symposium

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Huntsville, AL

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How to Obtain a GSA Professional Services Schedule (PSS) Contract

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Introduction to PSS

- PSS contracts gives federal agencies access to experienced companies that provide the following professional services solutions:
 - 541 – Advertising and Integrated Marketing Solutions (AIMS)
 - 520 – Financial and Business Solutions (FABS)
 - 738 II – Language Services
 - 871 – Professional Engineering Services (PES)
 - 874 – Mission Oriented Business Integrated Services (MOBIS)
 - 874 V – Logistics Worldwide (LogWorld)
 - 899 – Environmental Services
- Under each of these solutions are Special Item Numbers (SINs)

Introduction to PSS

- A SIN is a listing of pre-qualified companies that supply comparable commercial services or supplies
- It is a categorization method that aids in the acquisition process
- Each PSS contract is composed of one or multiple SINs
- There are also complementary SINs that are borrowed from other Schedules (ex. C132-51 – Information Technology Professional Services)

Introduction to PSS

- The PSS portal page contains a wealth of information not only for new offerors but also for current contract holders and your firm's future federal customers!
- <http://www.gsa.gov/psschedule>

The screenshot shows the GSA Professional Services Schedule (PSS) portal. At the top is a navigation bar with links: TRAVEL, REAL ESTATE, ACQUISITION (highlighted), TECHNOLOGY, POLICY & REGULATIONS, and ABOUT US. Below this is a breadcrumb trail: Home > Acquisition > Products & Services > Professional Services > Professional Services Schedule >. The main content area is titled "Professional Services Schedule (PSS)". It includes a sidebar with a "PROFESSIONAL SERVICES" menu containing links like Overview, About Professional Services, Professional Services Schedule (selected), Sell Through the Schedule, Resources for Federal Customers, Buy Professional Services, Resources for Contractors, What the Schedule Offers, OASIS and OASIS Small Business, Performance Management/CPI BPA, and Identity Protection Services BPA. The main text describes the PSS as an indefinite delivery/indefinite quantity (IDIQ) multiple award schedule, providing direct access to simple or complex fixed-price or labor-hour professional services including advertising and marketing solutions, business consulting services, environmental services, financial and business services, language services, logistics solutions and professional engineering solutions. It also mentions that PSS offers federal agencies access to more than 3,300 experienced contractors who provide a range of commercial professional services at discounted and competitive prices. A link to the "PSS Fact Sheet" (PDF - 770 KB) is provided. The footer of the page includes contact information for the National Customer Service Center (800) 488-3111, a "Chat Now!" button, email contact (ProfessionalServices@gsa.gov), a link to "Join the Conversation" on the Professional Services Interact Community, and a section for "E-Tools" including Acquisition Gateway, GSA Advantage!, and GSA eLibrary.

GSA TRAVEL REAL ESTATE **ACQUISITION** TECHNOLOGY POLICY & REGULATIONS ABOUT US

Home > Acquisition > Products & Services > Professional Services > Professional Services Schedule >

PROFESSIONAL SERVICES

- Overview
- About Professional Services
- Professional Services Schedule
- Sell Through the Schedule
- Resources for Federal Customers
- Buy Professional Services
- Resources for Contractors
- What the Schedule Offers
- OASIS and OASIS Small Business
- Performance Management/CPI BPA
- Identity Protection Services BPA

Professional Services Schedule (PSS)

The Professional Services Schedule (PSS) is an indefinite delivery/indefinite quantity (IDIQ) multiple award schedule, providing direct access to simple or complex fixed-price or labor-hour professional services including advertising and marketing solutions, business consulting services, environmental services, financial and business services, language services, logistics solutions and professional engineering solutions.

Using the streamlined procurement procedures in FAR Subpart 8.4 Federal Supply Schedules, PSS offers federal agencies access to more than 3,300 experienced contractors who provide a range of commercial professional services at discounted and competitive prices. Review the [PSS Fact Sheet](#) [PDF - 770 KB] to learn more.

The PSS consists of seven formerly separate schedules that were consolidated in 2015 to give federal agency acquisition professionals the ability to obtain total contract solutions for their professional services requirements using one contract vehicle.

National Customer Service Center
(800) 488-3111
mashelpdesk@gsa.gov

Chat Now!

Email Us
ProfessionalServices@gsa.gov

Join the Conversation
[Professional Services Interact Community](#)

E-Tools

- [Acquisition Gateway](#)
- [GSA Advantage!](#)
- [GSA eLibrary](#)

Getting Started

- Visit the Vendor Support Center at <http://vsc.gsa.gov>
- Access the “Vendor ToolBox” and use it to help “Research, Analyze, and Decide” if applying for a PSS contract is right for your firm
- Also review the PSS SIN table to determine which specific services under PSS your firm will want to provide

The Solicitation – FCO00CORP000C

- The solicitation is an open solicitation and is posted on <https://www.fbo.gov/>
- Read the solicitation in its entirety!
- The solicitation requires the submission of an offer that is made up of three distinct sections
 - Section I – Administrative/Contract Data
 - Section II – Technical Proposal
 - Section III – Price Proposal

Section I – Administrative/Contract Data

- Agent Authorization Letter (if applicable)
- Summary of Offer
- Registration in the System for Award Management
- Financial statements for the previous two years

Paul's Guitar Shop, Inc. Balance Sheet December 31, 2015	
Assets	
Current Assets	
Cash	32,800
Accounts Receivable	300
Prepaid Rent	1,000
Inventory	39,800
Total Current Assets	73,900
Long-term Assets	
Leasehold Improvements	100,000
Accumulated Depreciation	(2,000)
Total Long-term Assets	98,000
Total Assets:	171,900
Liabilities	
Current Liabilities	
Accounts Payable	49,000
Accrued Expenses	450
Unearned Revenue	1,000
Total Current Liabilities	50,450
Long-term Liabilities	99,500
Total Liabilities	149,950
Owner's Equity	
Owner's Equity	
Retained Earnings	11,950
Common Stock	10,000
Total Owner's Equity	21,950
Total Liabilities and Owner's Equity	171,900

Paul's Guitar Shop, Inc. Income Statement For the Year Ended December 31, 2015	
Revenues	
Merchandise Sales	\$ 24,800
Music Lesson Income	3,000
Total Revenues:	\$ 27,800
Expenses	
Cost of Goods Sold	10,200
Depreciation expense	2,000
Wage expense	750
Rent expense	500
Interest expense	500
Supplies expense	500
Utilities expense	400
Total Expenses:	14,850
Net Income	\$ 12,950

Section I – Administrative/Contract Data

- Small Business Subcontracting Plan (if applicable)
- Previous cancellation/rejection notices (if applicable)
- Other GSA contracts (if applicable)
- Other pending GSA offers (if applicable)

Section I – Administrative/Contract Data

- Pathways to Success Training Certificate
- Signed Readiness Assessment

General Services Administration (GSA)
Multiple Award Schedule (MAS)

Readiness Assessment for Prospective Offerors

This Readiness Assessment tool is designed to assist offerors in determining whether you are ready to pursue a MAS contract and will help you with the solicitation process. Your firm should have already completed Pathway to Success training and taken the quiz which is required before submitting an offer.

It is mandatory that this assessment be completed and signed by an officer of the offerer before submitting an offer. Once you have completed the Readiness Assessment and if you have decided to submit an offer, the Readiness Assessment is loaded as an attachment to your offer in the eOffer system. It is important that your firm understand the solicitation clauses and requirements such as past performance, certifications, and pricing. Therefore, it is suggested that an officer carefully read and review all the steps in the Vendor Toolbox including the solicitation to which your firm will be responding PRIOR to completing this assessment. The Vendor Toolbox will show your firm how to find the solicitation requirements in GSA eLibrary at: <http://www.gsaelibrary.gsa.gov/ElibMain/home.do>. This assessment will be completed in step 3 of the Vendor Toolbox.

This assessment contains a combination of "Yes/No" and short answer questions. Each question will reference a step in the Vendor Toolbox that will assist your firm in Researching, Analyzing and Deciding if you are ready to become a MAS contractor.

If your firm cannot answer each question and complete the responses, you may want to consider becoming a subcontractor to a contractor already on MAS schedules or participate in other Federal Government acquisitions.

Section II – Technical Proposal

➤ Factor One – Corporate Experience

- Minimum of two years of corporate experience is required
- Number of employees
- Brief history of your firm's activities related to the services proposed
- Information that demonstrates your firm's organizational and accounting controls
- Description of resources presently in-house or the ability to acquire them
- Description of federal marketing plan
- Information about the use of subcontractors

Section II – Technical Proposal

➤ Factor Two – Past Performance

- A Past Performance Evaluation must be ordered and obtained from Open Ratings, Inc. (ORI)
- The cost is estimated at \$215.00 (plus applicable state tax) for a complete report



Section II – Technical Proposal

➤ Factor Three – Quality Control

- Description of internal review procedures
- Description of individuals responsible for quality control
- Description of subcontractor use and ensuring performance
- Description of how potential problem areas and solutions are handled
- Description of procedures for ensuring quality performance when meeting urgent requirements
- Description of how quality control will be managed when completing multiple projects

Section II – Technical Proposal

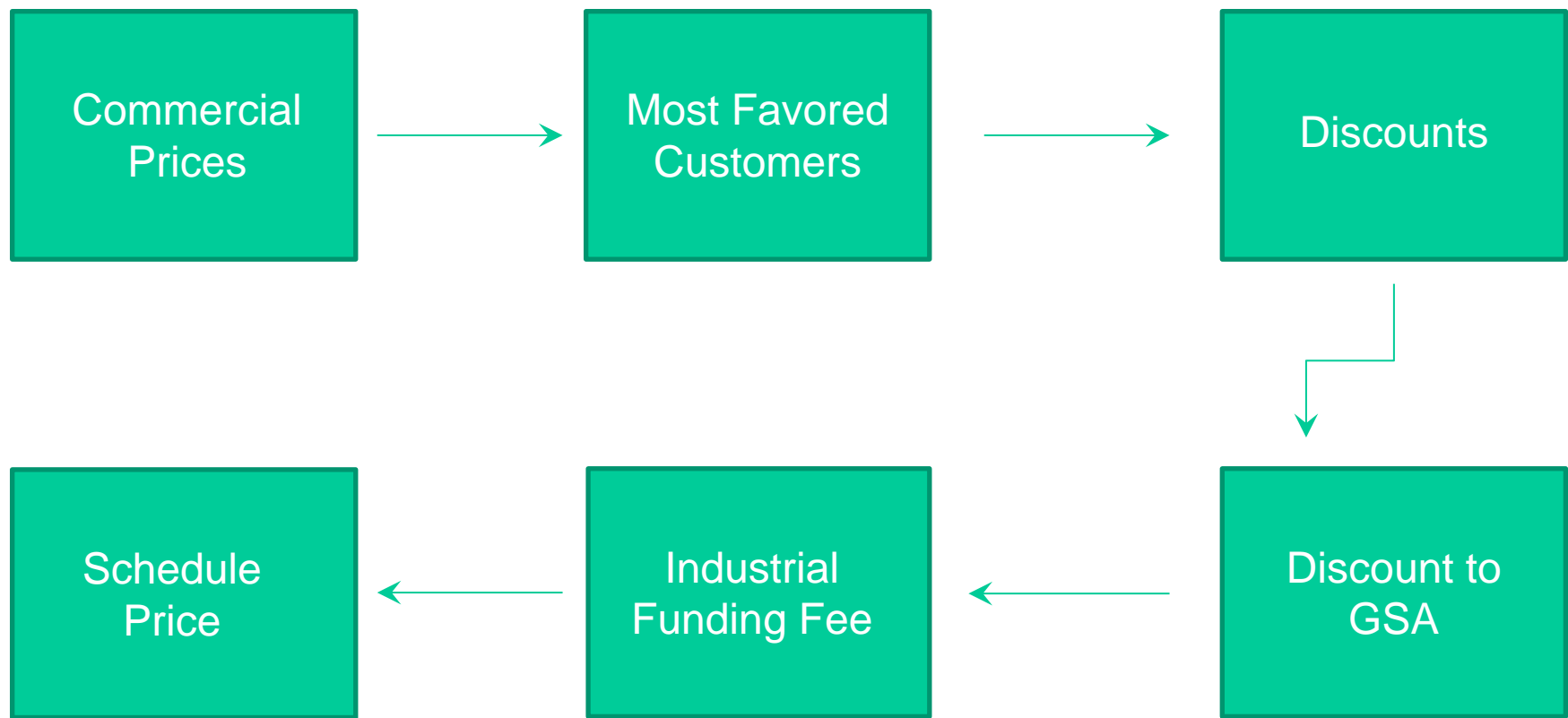
➤ Factor Four – Relevant Project Experience

- Two relevant project experiences are required for each proposed services SIN
- The same project may be used to support more than just one SIN as long as the description clearly identifies the SIN-relevant work
- A copy of the Statement of Work is required for each submitted project

Section III – Price Proposal

- GSA's pricing goal is to obtain equal to or better than the offeror's *Most Favored Customer (MFC)* pricing under the same or similar terms and conditions
- Fill out Commercial Sales Practices (CSP) Format and Price Proposal (PPL) Template with offered pricing
- Identify pricing structure as being based on a commercial price list (CPL) or commercial market pricing

Section III – Price Proposal



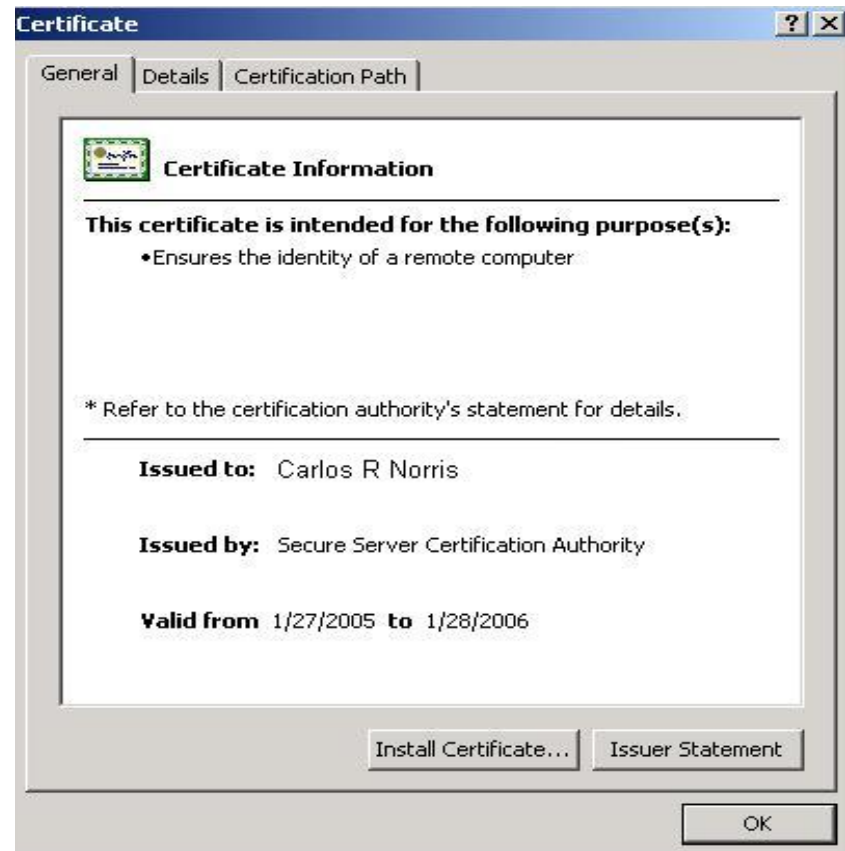
- Provide supporting documentation for each proposed labor category / service
 - Ex. Invoices

Section III – Price Proposal

- Labor Category Descriptions
- Pricing Fair and Reasonable Narrative
- Estimated Sales Rationale
- Professional Compensation Plan
- Uncompensated Overtime Policy
- Service Contract Act Narrative and Matrix

Submitting Through eOffer

- All offers are formally submitted through eOffer at <http://eoffer.gsa.gov>
- A digital certificate is required in order to access eOffer and to sign final documents electronically



PSS Transactional Data Reporting (TDR) Pilot

- TDR participation is mandatory for all new offers that include a TDR Pilot SIN
- Under PSS, the TDR Pilot SINs are all those that are under 871 – PES
- CSP disclosures are not required to be submitted for these offers
- The TDR rule requires contractors to electronically report the price the federal government paid for an item or service purchased through GSA acquisition vehicles (post-award requirement)

Frequently Asked Questions

- What are the next steps after submitting my offer?
- What should I do if my offer gets rejected?
- What happens if the PSS solicitation is refreshed while my offer is in the queue?

PSHC Contacts

- General Questions: ProfessionalServices@gsa.gov
- Supplier Relationship Manager for PSHC:
 - Debra Drake – debra.drake@gsa.gov or (ph) 703-605-5459
- Project Manager for the PSS Program:
 - Kathy Jocoy – kathy.jocoy@gsa.gov or (ph) 253-931-7080
- Project Manager for the OASIS Program:
 - Todd Richards – todd.richards@gsa.gov or (ph) 817-850-8382
- Project Manager for the SmartPay Program:
 - Dave Shea – david.shea@gsa.gov or (ph) 703-605-2867
- Project Manager for the HCaTS Program:
 - Jo Ann Lee – joann.lee@gsa.gov or (ph) 212-264-1885